

Department of General Services
Procurement Division
707 Third Street, 2nd Floor
West Sacramento, CA 95605-2811

State of California
CONTRACT NOTIFICATION
****MANDATORY****

CONTRACT NUMBER:	1S-08-75-41
DESCRIPTION:	Paper, Printing & Writing
CONTRACTOR(S):	Midtown Stationers
CONTRACT TERM:	3/24/2008 through 3/23/2010
DISTRIBUTION LIST:	Posted Electronically on http://www.pd.dgs.ca.gov/contracts/75-41.htm
STATE CONTRACT ADMINISTRATOR:	Christina Nunez (916) 375-4482 Christina.Nunez@dgs.ca.gov

A handwritten signature in black ink, appearing to read "Adrian Farley".

Adrian Farley, Interim Deputy Director

Date: **3/24/08**

Contract (Mandatory) 1S-08-75-41
Contract Notification and User Instructions

1. SCOPE

The State's contract with Midtown Stationers provides printing and writing paper at contracted pricing to the State of California and local governmental agencies in accordance with the requirements of Contract # 1S-08-75-41. The contractor shall supply the entire portfolio of products as identified in the contract and will be the primary point of contact for data collection, reporting, and distribution of printing and writing paper to the State.

The contract term is for two (2) years with an option to extend the contract for two (2) additional one (1) year periods or a portion thereof. The contract terms and conditions will remain the same throughout the contract extension period. Contract extension option shall be by mutual agreement between the contractor and the State. If a mutual agreement cannot be met, the contract may be terminated at the end of the current contract term and/or contract extension(s).

2. CONTRACT USAGE/RULES

The use of this contract is mandatory. Please refer to the table below for contract usage.

Group	Paper Type	OSP	State Agency	Local Agency
1	Recycled Newsprint & High Bright Paper	Y	N	N
2	Carbonless Paper	Y	N	N
3	Recycled Offset and OCR Bond Paper	Y	N	N
4	Recycled Bond Cut Stock	Y	Y	Y

- A. State and Local governmental agency use of this contract is optional for Group 4 only. Local government agencies are defined as "any city, county, city and county, district or other governmental body or corporation, including the California State Universities (CSU) and University of California (UC) systems, K-12 schools and community colleges", empowered to expend public funds for the acquisition of products, per Public Contract Code Chapter 2, Paragraph 10298 (a) (b). While the State makes this contract available to local governmental agencies, each local governmental agency should determine whether this contract is consistent with its procurement policies and regulations. Local governmental agencies shall have the same rights and privileges as the State under the terms of this contract. Any agencies desiring to participate shall be required to adhere to the same responsibilities as do State agencies and have no authority to amend, modify or change any condition of this contract.
- B. Ordering State departments must adhere to all applicable State laws, regulations, policies, best practices, and purchasing authority requirements, e.g. California Codes, Code of Regulations, State Administrative Manual, Management Memos, and State Contract Manual Volume 2 and 3, as applicable.
- C. Prior to placing orders against this contract, State departments must have been granted purchasing authority by the Department of General Services, Procurement Division (DGS/PD) for the use of the State's statewide contracts. The department's current purchasing authority number must be entered in the appropriate location on each purchase document. Departments that have not been granted purchasing authority by DGS/PD for the use of the State's statewide contracts may access the Purchasing Authority Application at <http://www.pd.dgs.ca.gov/deleg/pamannual.htm> or may contact DGS/PD's Purchasing Authority Management Section by e-mail at pams@dgs.ca.gov.

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D. State departments and local agencies are required to have a Department of General Services (DGS) agency billing code prior to using this contract. DGS agency billing codes may be obtained by contacting the DGS billing code contact and providing the following:

- State Department
- Contact name
- Telephone number
- Mailing address
- Facsimile number and e-mail address

Email the required information to the following DGS billing code contacts:

- Marilyn.ebert@dgs.ca.gov and
- Wilson.lee@dgs.ca.gov

3. DGS ADMINISTRATIVE FEES

The DGS will bill each ordering agency an administrative fee for use of this statewide contract. The administrative fee should NOT be included in the order total, nor remitted before an invoice is received from DGS.

For current fees, click on "DGS Price Book" at: <http://www.ofs.dgs.ca.gov/Price+Book/P/Purchasing.htm>.

4. CONTRACT ADMINISTRATION

Both the State and the contractor(s) have assigned contract administrators as the single points of contact for problem resolution and related contract issues.

State Contract Administrator:	Christina Nunez
Address:	DGS/Procurement Division 707 Third Street, 2 nd Floor, MS 201 West Sacramento, CA 95605
Telephone:	(916) 375-4482
Facsimile:	(916) 375-4613
E-Mail:	Christina.Nunez@dgs.ca.gov

Contractor:	Midtown Stationers
Contract Administrator:	Mansour Vahdat
Address:	1095 Market Street, Suite 404 San Francisco, CA 94103
Telephone:	(415) 626-7722
Facsimile:	(415) 626-8205
E-Mail:	amvahdat@supplymyoffice.com

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5. PROBLEM RESOLUTION

Ordering departments and/or contractors shall inform the State's Contract Administrator of any technical or contractual difficulties encountered during contract performance in a timely manner. This includes and is not limited to informal disputes, supplier performance, outstanding deliveries, etc.

6. CONTRACT PRICING STRUCTURE

All pricing is listed on Attachment A, Contract Pricing. The contract pricing is categorized under four (4) groups:

- Group 1:** Recycled Newsprint (rolls) and Recycled High Bright Paper (rolls). Line items 1-4.
- Group 2:** Carbonless Rolls. Line items 5-12.
- Group 3:** Recycled Offset Book (rolls), Recycled OCR Bond (rolls) and OCR Bond (rolls). Line items 13-23, 34 & 35.
- Group 4:** Recycled Bond Cut Stock (sheets). Line items 24-33

7. SPECIFICATIONS

All products offered must conform to the attached State of California Bid Specifications.

- Group 1:** #9310-07BS-004 dated 9/21/07, of 2 pages; and #9310-07BS-005 dated 9/21/07, of 2 pages;
- Group 2:** #7530-07BS-007R1 dated 9/21/07, of 2 pages;
- Group 3:** #9310-07BS-003R1 dated 11/21/07, of 2 pages; and #9310-07BS-006R1 dated 11/21/07, of 2 pages;
- Group 4:** #7530-07BS-002R1 dated 12/4/07, of 2 pages;

8. PURCHASE EXECUTION

A. State departments must use the Purchasing Authority Purchase Order (Std. 65). An electronic version of the Std. 65 is available at the Office of State Publishing web site: <http://www.dgs.ca.gov/osp> (select Standard Forms). All Purchasing Authority Purchase Orders (Std. 65) must contain the following:

- Agency Order Number (Purchase Order Number)
- Ordering Agency Name
- Agency Billing Code
- Purchasing Authority Number
- Leveraged Procurement Number (Contract Number)
- Supplier Information (Contact Name, Address, Phone Number, Fax Number, E-mail)
- Line Item Number
- Quantity
- Unit of Measure
- Commodity Code Number
- Product Description
- Unit Price
- Extension Price
- Additional Information if required

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B. Local governmental agencies may use their own purchase document. The purchase documents must include the same data elements as listed above (Exception: Purchasing Authority Number is used by State departments only). The contractor will not accept purchase documents from local agencies without a State issued billing code.

C. All State departments and local agencies will submit a copy of executed purchase documents to:

DGS - Procurement Division (IMS# Z-1)
Attn: Data Entry Unit
707 Third Street, 2nd Floor, MS 203
West Sacramento, CA 95605-2811

9. ORDERING PROCEDURE:

Ordering agencies are to submit appropriate purchase documents directly to the contractor(s). There are three ordering methods available on this contract:

- U.S. Mail
- Facsimile
- Email

The ordering information for the contractor is listed below:

Company Name: Midtown Stationers
Address: 1095 Market Street, Suite 404
San Francisco, CA 94103
Facsimile: (415) 626-8205
Email: amvahdat@supplymyoffice.com

When using any of the ordering methods, all State departments must conform to proper State procedures.

10. MINIMUM ORDER LIMITS

Group 1

The minimum order for Group 1 (Recycled Newsprint and Recycled High Bright Paper) shall be one truckload, or 44,000 lbs. of any combination of line items within the same paper type.

Group 2

The minimum order requirement for Group 2 (Carbonless) shall be one roll.

Group 3

The minimum order requirement for Group 3 (Recycled Offset, Recycled Bond and Virgin Bond) shall be one truckload, or 44,000 lbs. of any combination of line items within the same paper type.

Group 4

The minimum order quantity for Group 4 (Recycled Bond Cut Stock) is one pallet, or 40 cases of 8.5"X11", or 30 cases of 8.5" X 14". Group 4 line items must be ordered in pallet increments only.

Orders for less than the minimum order shall be considered non-contract and may be purchased from other sources.

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11. ORDER ACKNOWLEDGEMENT

The contractor will provide the ordering agencies with an order receipt acknowledgement containing a unique order number either via e-mail or facsimile within 48 hours of receipt of order.

The acknowledgement will include:

- Ordering Agency Name
- Agency Order Number (Purchase Order Number)
- Purchase Order Total Cost
- Delivery Completion Date

12. DELIVERY

Delivery is to be completed in full after receipt of order (ARO) within the time frames as indicated below.

Group 1: Recycled Newsprint (rolls) and Recycled High Bright Paper (rolls).

Delivery timeline not to exceed 10 calendar days ARO.

Group 2: Carbonless Rolls.

Delivery timeline not to exceed 14 calendar days ARO for mill stocking items, and 18 calendar days ARO for making items.

Group 3: Recycled OCR Bond (rolls), Recycled Offset (rolls) and OCR Bond (rolls)

Delivery timeline not to exceed 25 calendar days ARO.

Group 4: Recycled Bond Cut Stock (sheets)

Delivery timeline not to exceed 2-5 calendar days ARO for orders up to 120 cases, 14 calendar days ARO for orders of 120 cases to 840 cases.

All deliveries shall conform to the quality levels set by the contract and be free of any defects. Deliveries inspected and rejected (non-compliant to specifications or out of tolerance) are subject to return for full credit. The State will document the defects and submit the report to the contractor. The contractor shall arrange for and pickup the rejected goods within 5 days of notification. Failure to pickup the rejected goods within this time frame will be grounds for the State to dispose of the goods. The contract delivery schedule(s), including as necessary replacement shipments, shall be met. When necessary, express shipping shall be provided at no cost to the State.

It shall be the contractor's responsibility to obtain proper clearance for delivery drivers prior to any and all deliveries throughout the California State Prison system. The contractor must contact the individual agency for specific clearance procedures, as these procedures may vary from facility to facility.

Contractor is requested to make deliveries in Los Angeles County, Orange County, San Bernardino Metropolitan Area, and San Diego Metropolitan Area during off-peak hours. Off-peak hours are Monday through Friday, 10:00 AM to 4:00 PM.

Note: In accordance with paragraph 15 of the General Provisions entitled "Delivery", the contractor shall strictly adhere to the delivery terms and completion schedule as specified in this bid. Failure to comply with the delivery requirements, as stated, may be considered a breach of contract and subject the contractor to General Provisions 26, entitled "Rights and Remedies of the State for Default".

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13. FREIGHT ON BOARD (F.O.B.) DESTINATION

All prices are F.O.B. destination; freight prepaid by the contractor, to the ordering organization's receiving point. Responsibility and liability for loss or damage for all orders will remain with the contractor until final inspection and acceptance, when all responsibility will pass to the ordering organization, except the responsibility for latent defects, fraud, and the warranty obligations.

14. EMERGENCY/EXPEDITED ORDERS

N/A

15. SHIPPED ORDERS

Each roll of the stock shall be individually wrapped and sealed to insure delivery in first class condition with a minimum change in moisture content. The rolls shall be adequately wrapped to withstand handling with a clamp-type lift. Each roll shall be shipped individually, on end, with adequate protection to prevent the edge of the roll from nicking. Rolls less than 25 inches in width may be requested to be twin packaged. All rolls, including those in twin and triple packs shall have chucks in both ends of the roll.

Carbonless rolls shall be adequately wrapped in waterproof wrapping to withstand marking/handling with a clamp type lift. Lettering on labels must be 3/8" minimum, printed or stenciled in bold type. In either case, must use all capital letters.

Cut stock shall be securely sealed in 500 sheet reams using moisture resistant wrapping. There shall be ten (10) reams of 8.5" x 11" and 8.5" x 14" cut paper with one uniform description per shipping container. All containers on one pallet shall contain identical product with the same State stock number.

Shipments to the State shall be palletized in conformance to the following:

Paper Size Inch	# Reams Per Carton	Pallet Size Inch	# Cartons Per Tier	# Tiers Per Pallet	# Cartons Per Pallet
8.5 x 11	10	42 x 42	8	5	40
8.5 x 14	10	45 x 36	6	5	30

All packaging and shipping containers shall conform to applicable Federal and State Regulations and conform to good commercial practices. When palletized or stacked to a height of 16 feet, there shall be no crushing or yielding of the bottom containers. The gross pallet weight shall not exceed 2,200 pounds. The pallets shall conform to the requirements of State of California Specification 3990-01A-01 dated January 2001, Pallets, Wooden.

All pallets shall be of sturdy construction and adequate condition to assure delivery of the goods without damage to the goods or safety hazards. Exchange pallets may be available; however, the State assumes no responsibility for the availability to exchange pallets. Delivery drivers shall not remove more pallets than delivering at the time of delivery. Palletized containers shall be glue interlocked and/or plastic film wrapped. Banding may be used to further stabilize the pallet. The container shall be protected from cutting, crushing or breaking resulting from banding pressures.

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Roll labels - Each roll shall have a label on the outer surface, marked with date of manufacture, weight in pounds, width, diameter, sub weight, roll number, agency name, MCC number, agency order number, mill run number, contract commodity number, finish, brightness, post consumer recycled content (if applicable) and description of stock.

Carton labels - Each carton shall be clearly end marked with brand, date of manufacture, quantity, size, sub weight, post consumer recycled content, brightness and color. Palletized cartons shall have a label on the outer surface, marked with number of cartons, agency name, agency order number, contract commodity number, and MCC number (if applicable). Each ream shall also be marked to clearly indicate "Print First Side" in words and symbols, and be marked and coded to show mill run or lot number. Lack of "Print First Side" operator instructions shall be State interpreted as manufacturers' recommendation to print either side first.

16. INVOICING

Ordering agencies may require separate invoicing, as specified by each ordering organization. Invoices will contain the following information:

- Contractor's name, address and telephone number
- Leveraged Procurement Number (Contract Number)
- Agency Order Number (Purchase Order Number)
- Item and commodity code number
- Quantity purchased
- Contract price and extension
- State sales and/or use tax
- Prompt payment discounts/cash discounts, if applicable
- Totals for each order

17. PAYMENT

Payment terms for this contract are net forty-five (45) days. Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code Section 927 etc. seq. Unless expressly exempted by statute, the Act requires State departments to pay properly submitted, undisputed invoices not more than forty- five (45) days after the date of acceptance of goods, performance of services, or receipt of an undisputed invoice, whichever is later.

18. PAYEE DATA RECORD

Each State accounting office must have a copy of the Payee Data Record (Std. 204) in order to process payments. Agencies should forward a copy of the Std. 204 to their accounting office(s). Without the Std. 204, payment may be unnecessarily delayed. Ordering agencies should contact the contractor for copies of the Payee Data Record.

19. CALIFORNIA SELLER'S PERMIT

The California seller permit number for the contractor(s) is listed below. Agencies can verify that permits are currently valid at the following website: www.boe.ca.gov. State departments must adhere to the file documentation required identified in the State Contract Manual Volume 2 and Volume 3, as applicable.

Contractor Name	Seller Permit #
Midtown Stationers	19755987

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20. RECYCLED CONTENT

State agencies are required to report purchases in many product categories. The Postconsumer-Content Certification Form (CIWMB #74) for the contractor is attached.

21. SMALL BUSINESS/DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION

The small business (SB) and disabled veteran business enterprise (DVBE) certifications and percentages for the contractor(s) are listed below. Agencies can verify that the certifications are currently valid at the following website: <http://www.pd.dgs.ca.gov/smbus/default.htm>.

Subcontractor Name	OSDS Certification #	SB Percent (%)	DVBE Percent (%)
Berry & Berry	34571		5

Subcontractor Name	OSDS Certification #	SB Percent (%)	DVBE Percent (%)
Stay Safe Construction & Transport	49163		2

Contractor Name	OSDS Certification #	SB Percent (%)	DVBE Percent (%)
Midtown Stationers	8485	100	

22. QUALITY ASSURANCE

All products ordered shall be delivered under acceptable standard sanitary conditions and must be in the correct quantity and free of damage. Mill direct paper only. No seconds. The contractor shall provide recall notification, regardless of level, in writing to the State and each institution through the most expedient method possible. The notices, at a minimum, shall include a complete product description and/or identification, contract number, delivery order number and disposition instructions. The contractor shall issue replacement of product or credit for any product removed or recalled. Each facility shall have the option of accepting either replacement product or credit in exchange for recalled/removed products.

23. FSC CERTIFICATION

Upon mutual agreement between the State and the Contractor, the Contractor may substitute any paper type or line item offered on this contract, that is not FSC Certified and replace the line item with a paper type or line item that meets FSC Certification (or equivalent). The proposed substitution must meet all technical requirements as shown in the IFB, and must be offered at or below the awarded contract price.

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24. RECYCLED NEWSPRINT PEAK USAGE REQUIREMENT

The contractor is required to meet the Office of State Publishing's (OSP) delivery requirement for recycled newsprint during peak usage periods. The contractor must be able to provide up to four (4) truckloads (4 X 44,000 lbs.) of recycled newsprint daily for up to 50 consecutive days. Contractor may offer recycled newsprint from an alternate mill with prior approval from DGS Procurement and the Office of State Publishing. If contractor is unable to meet the OSP's delivery requirement for recycled newsprint, the OSP will make a cover purchase on the open market, and the contractor will be liable for any additional costs incurred by the State. This action is in accordance with Paragraph 26 of the General Provisions of the Bid entitled "Rights and Remedies of the State for Default."

25. OVERAGE/SHORTAGE REQUIREMENTS

The contractor shall deliver material in the quantity specified only, no shortages or overages, unless authorized in advance by the Office of State Publishing (OSP) Procurement Buyer. If authorized, overages shall be invoiced at the same unit price offered on the contract.

26. TECHNICAL SUPPORT

The contractor shall provide technical support for paper supplied. The contractor shall respond to requests for technical support within eight (8) working hours of request. The request may be a documented phone call. When requested, on site technical support shall be provided within three (3) working days. The contractor shall be liable for any damage to press equipment or loss of press time caused by non-compliant stock.

27. JOINT OUTREACH

The contractor, in coordination with the State's contract manager, shall perform broad outreach to State Departments to promote the use of recycled papers available on contract. The contractor shall provide recycled equivalent paper samples for testing, upon request by the State.

28. ATTACHMENTS

Attachment A – Contract Pricing, of 5 pages.
State of California Bid Specifications, of 12 pages.
Postconsumer Content Certifications, of 7 pages.
Grays Harbor Certification Letter, of 2 pages.
State of California Specification, pallets, wooden, of 3 pages.

Line Item	Group	Commodity Code	Unit	Description	Contract Price
1	1	9310-000-0019-6	HW	Paper, Recycled, Newsprint, Roll, White, 30 lb. Basis Weight, Brand: Abi News, Mill: Abitibi, Brightness: 57, Post Consumer: 100%	\$26.32
2	1	9310-000-0026-3	HW	Paper, Recycled, Newsprint, Roll, White, 40 lb. Basis Weight, Brand: Abi News, Mill: Abitibi, Brightness: 57, Post Consumer: 100%	\$26.43
3	1	9310-999-0077-1	HW	Paper, Recycled, Highbright, Roll, White, 32 lb. Basis Weight, Brand: Inland Bright, Mill: Inland Empire, Brightness: 65, Post Consumer: 40%	\$31.16
4	1	9310-999-0051-5	HW	Paper, Recycled, Highbright, Roll, White, 36 lb. Basis Weight, Brand: Inland Bright, Mill: Inland Empire, Brightness: 68, Post Consumer: 40%	\$32.65
5	2	7530-820-0054-0	HW	Paper, Carbonless Bond, Roll, White, CB, 21lb. Basis Weight, Brand: NCR Superior, Mill: Appleton	\$87.03
6	2	7530-000-0037-3	HW	Paper, Carbonless Bond, Roll, White, CB, 16 lb. Basis Weight, Brand: NCR Premium, Mill: Appleton	\$78.84
7	2	7530-820-0014-0	HW	Paper, Carbonless Bond, Roll, Color, CB, 15 lb. Basis Weight, Brand: NCR Premium, Mill: Appleton	\$93.67
8	2	7530-000-0038-5	HW	Paper, Carbonless Bond, Roll, White, CFB, 14.5 lb. Basis Weight, Brand: NCR Premium, Mill: Appleton	\$97.21
9	2	7530-820-0018-7	HW	Paper, Carbonless Bond, Roll, Color, CFB, 14.5 lb. Basis Weight, Brand: NCR Premium, Mill: Appleton	\$111.99
10	2	7530-000-0039-7	HW	Paper, Carbonless Bond, Roll, White, CF, 15 lb. Basis Weight, Brand: NCR Premium, Mill: Appleton	\$59.64
11	2	7530-820-0022-9	HW	Paper, Carbonless Bond, Roll, Color, CF, 15 lb. Basis Weight, Brand: NCR Premium, Mill: Appleton	\$62.99
12	2	7530-820-0025-4	HW	Paper, Carbonless Tagboard, Roll, White or Manila, CF, 87lb. Basis Weight, Brand: NCR Specialty, Mill: Appleton	\$67.25

Line Item	Group	Commodity Code	Unit	Description	Contract Price
13	3	9310-090-9014-5	HW	Paper, Recycled, Uncoated Offset Book, Roll, White, 50 lb. Basis Weight, Brand: Endurance Recycled, Mill: Grays Harbor, Post Consumer: 30%, Brightness: 92, Certification: Green-e	\$42.45
14	3	9310-000-0015-9	HW	Paper, Recycled, Uncoated Offset Book, Roll, White, 60 lb. Basis Weight, Brand: Endurance Recycled, Mill: Grays Harbor, Post Consumer: 30%, Brightness: 92, Certification: Green-e	\$40.85
15	3	9310-090-9018-2	HW	Paper, Recycled, Uncoated Offset Book, Roll, White, 70 lb. Basis Weight, Brand: Endurance Recycled, Mill: Grays Harbor, Post Consumer: 30%, Brightness: 92, Certification: Green-e	\$40.85
16	3	9310-000-0007-0	HW	Paper, OCR Bond, Roll, White, 20 lb. Basis Weight, Brand: Harbor Forms Bond, Mill: Grays Harbor, Brightness: 92, Certification: Green-e	\$42.50
17	3	7530-300-1014-2	HW	Paper, OCR Bond, Roll, White, 24 lb. Basis Weight, Brand: Harbor Forms Bond, Mill: Grays Harbor, Brightness: 92, Certification: Green-e	\$42.50
18	3	7530-300-1017-8	HW	Paper, Recycled, OCR Bond, Roll, White, 20 lb. Basis Weight, Brand: Harbor 30 Forms Bond, Mill: Grays Harbor, Post Consumer: 30%, Brightness: 92, Certification: Green-e	\$45.83
19	3	7530-300-1018-0	HW	Paper, Recycled, OCR Bond, Roll, White, 24 lb. Basis Weight, Brand: Harbor 30 Forms Bond, Mill: Grays Harbor, Post Consumer: 30%, Brightness: 92, Certification: Green-e	\$45.83
20	3	7530-300-1022-1	HW	Paper, OCR Bond, Splice Free Roll, White, 20 lb. Basis Weight, Brand: Harbor Forms Bond, Mill: Grays Harbor, Brightness: 92, Certification: Green-e	\$43.15

Line Item	Group	Commodity Code	Unit	Description	Contract Price
21	3	7530-300-1021-0	HW	Paper, OCR Bond, Splice Free Roll, White, 24 lb. Basis Weight, Brand: Harbor Forms Bond, Mill: Grays Harbor, Brightness: 92, Certification: Green-e	\$42.94
22	3	7530-300-1023-3	HW	Paper, Recycled, OCR Bond, Splice Free Roll, White, 20 lb. Basis Weight, Brand: Harbor Forms Bond, Mill: Grays Harbor, Post Consumer: 30%, Brightness: 92, Certification: Green-e	\$42.80
23	3	7530-300-1024-5	HW	Paper, Recycled, OCR Bond, Splice Free Roll, White, 24 lb. Basis Weight, Brand: Harbor Forms Bond, Mill: Grays Harbor, Post Consumer: 30%, Brightness: 92, Certification: Green-e	\$45.83
34	3		HW	Upcharge for Narrow Roll Width, 8.5" to Under 11" Applicable to Group 3 Only.	\$2.00
35	3		HW	Upcharge for Narrow Roll Width, 11" to under 17" Applicable to Group 3 Only.	\$2.00
24	4	7530-290-0672-8	CS	Paper, Recycled, Bond, 30% Post Consumer, Sheets, White, 20 lb. Basis Weight, 8.5" X 11", 40 Cases (1 Pallet), Brand: Harbor 30, Mill: Grays Harbor, Brightness: 92, Certification: Green-e, Case Wt. 50 lbs.	\$25.89
25	4	7530-290-0673-0	CS	Paper, Recycled, Bond, 30% Post Consumer, Sheets, White, 20 lb. Basis Weight, 8.5"X11", 80 - 360 Cases (2-9 Pallets), Brand: Harbor 30, Mill: Grays Harbor, Brightness: 92, Certification: Green-e, Case Wt. 50 lbs.	\$25.43
26	4	7530-290-0674-1	CS	Paper, Recycled, Bond, 30% Post Consumer, Sheets, White, 20 lb. Basis Weight, 8.5"X11", 400 - 800 Cases (10-20 Pallets), Brand: Harbor 30, Mill: Grays Harbor, Brightness: 92, Certification: Green-e, Case Wt. 50 lbs.	\$24.50

Line Item	Group	Commodity Code	Unit	Description	Contract Price
27	4	7530-290-0680-7	CS	Paper, Recycled, Bond, 30% Post Consumer, Sheets, White, 20 lb. Basis Weight, 8.5"X11", 840 Cases (21 Pallets), Brand: Harbor 30, Mill: Grays Harbor, Brightness: 92, Certification: Green-e, Case Wt. 50 lbs.	\$24.03
28	4	7530-290-0675-3	CS	Paper, Recycled, Bond, 30% Post Consumer, Sheets, White, 20 lb. Basis Weight, 8.5"X14", 30-300 Cases (1-10 Pallets), Brand: Harbor 30, Mill: Grays Harbor, Brightness: 92, Certification: Green-e, Case Wt. 50 lbs.	\$35.79
29	4	7530-290-0676-5	CS	Paper, Recycled, Bond, 100% Post Consumer, Sheets, White, 20 lb. Basis Weight, 8.5"X11", 40 Cases (1 Pallet), Brand: Harbor 100, Mill: Grays Harbor, Brightness: 92, Certification: FSC, Green-e, Case Wt. 50 lbs.	\$33.52
30	4	7530-290-0677-7	CS	Paper, Recycled Bond, 100% Post Consumer, Sheets, White, 20 lb. Basis Weight, 8.5" X 11", 80 - 360 Cases, (2 - 9 Pallets), Brand: Harbor 100, Mill: Grays Harbor, Brightness: 92, Certification: FSC, Green-e, Case Wt. 50 lbs.	\$32.90
31	4	7530-290-0678-9	CS	Paper, Recycled Bond, 100% Post Consumer, Sheets, White, 20 lb. Basis Weight, 8.5" X 11", 400 - 800 Cases, (10 - 20 pallets), Brand: Harbor 100, Mill: Grays Harbor, Brightness: 92, Certification: FSC, Green-e, Case Wt. 50 lbs.	\$31.76
32	4	7530-290-0681-9	CS	Paper, Recycled, Bond, 100% Post Consumer, Sheets, White, 20 lb. Basis Weight, 8.5"X11", 840 Cases (21 pallets), Brand: Harbor 100, Mill: Grays Harbor, Brightness: 92, Certification: FSC, Green-e, Case Wt. 50 lbs.	\$30.89

Line Item	Group	Commodity Code	Unit	Description	Contract Price
33	4	7530-290-0679-0	CS	Paper, Recycled, Bond, 100% Post Consumer, Sheets, White, 20 lb. Basis Weight, 8.5"X14" , 30-300 Cases (1-10 pallets), Brand: Harbor 100, Mill: Grays Harbor, Brightness: 92, Certification: FSC, Green-e, Case Wt. 50 lbs.	\$45.56



STATE OF CALIFORNIA

Bid specification Paper, Bond, Cut Stock Multi-Purpose

7530-07BS-002R1

- 1.0 SCOPE** This specification describes a long life, plain bond, cut stock paper suitable for use in various offices copying equipment such as high speed copier/duplicators, offset presses, laser printers, plain paper fax machines etc.
- 2.0 APPLICABLE SPECIFICATIONS:** Specifications and standards referenced in this document in effect on the opening of the Invitation for Bid forms a part of this specification where referenced.

3.0 REQUIREMENTS

3.1 Configuration:

The cut sheets shall be available in the following weights and sizes:

Weight/Grade	Size, Inches	Color
20lb.	8.5 x 11	White
20lb.	8.5 x 14	White

Dimensional tolerance shall be ± 0.063 inches (± 1.6 mm) either direction. Adjacent sheets in ream shall not vary more than 0.015 inches (0.4 mm) from each other.

When specified in the Invitation for Bid (IFB), cut stock paper measuring 8.5 X 11 inches (215.9 X 279.4 mm) shall be furnished with three (3) (5/16" diameter) holes, 4-1/4" center-to-center to fit into standard three (3) ring binders.

3.2 Material:

The bond paper shall be a commercial or industrial grade paper which, after being taken or rolled off paper making machine, undergoes no further process or treatment other than calendaring cutting and packaging. The manufacturing process shall not use chlorine or any chlorine compounds.

3.2.1 Characteristics: The bond paper shall demonstrate the following characteristics:

Characteristic	TAPPI Method	Type I	Type II
Basic Weight lbs. ($\pm 5\%$)(17" X 22" - 500sheets)	T410	20	20
Caliper, mils, min	T411	3.9	3.9
Brightness, %, min.	T452	90	89
Opacity, % , min.	T425	85	87
Moisture, % (± 1)	T412	4.5	4.5
pH, min.	T509/529	7.0	7.0
Stiffness (gr.), Tabor, min.	T489	1.9MD,0.9CD	1.9MD,0.9CD
Porosity (S/100ML) Gurley, min	T460	6	6
Smoothness, Sheffield	T538	100 -170	100 -170
Post Consumer Fiber, %		30 -50	95-100

3.3 Performance:

- 3.3.1 The paper shall perform satisfactorily in the various printing operations it is subjected to (i.e., printing, folding, slitting, collating, perforating, etc.).
- 3.3.2 The paper shall be suitable for use on high-speed copier/duplicator machines, high speed offset presses, duplicating machines, and laser printers, micrographic reader/printers and plain paper fax machines.
- 3.3.3 The paper shall lie flat on machine feed and collator surfaces before and after application of single side and back-to-back reproductions.
- 3.3.4 The paper shall demonstrate either a workable curl that can be overcome under reasonable working conditions or no tendency to curl.
- 3.3.5 The paper shall provide essentially trouble free performance in making high-speed duplications on the various equipments in use by the State, which may have copy speeds of up to 150 per minute.
- 3.3.6 The paper caused jams shall be no more than one (1) per 5000, single side reproduction and one point five (1.5) per 2000, back to back reproduction, when using pre-conditioned stock on above machines in standard office environment.

3.4 Workmanship:

- 3.4.1 The paper stock shall be free from defects which degrade appearance, performance and serviceability.
- 3.4.2 The paper surfaces shall be free from lint, fuzz, wrinkles, waviness, folds, holes, tears, and other detrimental defects.
- 3.4.3 The paper shall be furnished in the size(s) ordered and shall be flat, trimmed square on four sides with clean smooth edges, and evenly jogged.
- 3.4.4 Grain of paper shall be long unless otherwise specified in the Invitation for Bid (IFB).
- 3.4.5 Natural curl of paper shall be minimal and away from wire side. Curl shall not hinder papers intended use.



STATE OF CALIFORNIA

Bid Specification Paper, OCR Bond, Recycled and Virgin

9310-07BS-003R1

1.0 SCOPE:

This specification establishes the minimum requirements for Optical Character Recognition (OCR) bond paper. Printing operations may include text, line and halftone work, solids, four-color process, 133 line screens as well as folding, slitting, pasting, perforating, machine gathering and other book binding operations. The OCR paper intended use includes the above and OCR applications for various State Agencies.

2.0 SPECIFICATIONS AND STANDARDS: Specifications and standards referenced in this document in effect on the opening of the Invitation for Bid form a part of this specification where referenced.

3.0 REQUIREMENTS:

3.1 Configuration:

3.1.1 The stock roll shall be available in width from 8.5 inches to 38 inches and roll diameter of 40" – 50". The roll width and diameter shall be as ordered. A tolerance of $\pm 1/16$ inch shall be allowed for the width and $1/2$ inch for diameter (if ordered by diameter.)

3.1.2 The internal diameter of the core shall be 3.0 inch, $+ 0.090"/-0"$, and shall be of cardboard or fiberboard stock.

3.1.3 Each roll will be allowed a maximum of two (2) splices, with not more than 25 splices per 100 rolls. Splices are to be made with a water-soluble heat sealed tape. Splices shall be marked with an arrow on the roll edge. Splice markers, which fall out as the roll unwinds, are not acceptable. There shall be no splice within 4 inches from the outer diameter of the roll or within 6 inches of the core. If required in the IFB, the delivered stock shall have no splices.

3.1.4 Rolls must be wound consistently with the wire or felt side out and stenciled showing unwind direction on both the roll and the wrapper.

3.1.5 Paper color shall be the same on both sides (felt/wire) of the paper. Colors shall be the same from lot to lot. Unless otherwise specified in the bid all paper characteristics shall be per applicable Technical Association of the Pulp and Paper Industry (TAPPI) and Federal Joint Committee on Paper (JCP) Standards.

3.2 Material:

3.2.1 The recycled OCR stock shall be available with at least 30% post consumer fiber and virgin stock with 100% virgin fiber.

3.2.2. The OCR stock shall comply with the following:

Characteristics	Test Method	OCR Sub 20#	OCR Sub24#
Basis Weight, lbs ± 5% 17"x22"-500 sheets.	T410	20	24
Brightness, min	T452	90	90
Opacity, min	T425	85	88
Thickness, min, mil	T411	3.7	4.0
Porosity, min, sec	T460	8	9
Smoothness, SU	T538	100-170	100-170
Tear strength, min, each direction	T414	40 gram	50 gram

3.3 PERFORMANCE

3.3.1 The paper shall perform satisfactorily in the various printing operations it is subjected to (i.e., printing, folding, slitting, collating, perforating, etc.).

3.3.2 Paper shall be compatible with off press collation and folding machines at State facilities. Paper shall not require unusual adjustment to presses, nor shall it require additional in-feed / tension or any other control equipment to be added to presses to produce salable printed product.

3.3.3 Roll shall be tightly wound at even tension and shall not contain more than the specified maximum number splices per roll.

3.3.4 Roll width and diameter shall be as ordered. A tolerance of $\pm 1/16$ " shall be allowed for width and $\frac{1}{2}$ inch for diameter.

3.3.5 Paper shall lie flat with either no tendency to curl or with a curl which can be overcome under reasonable working conditions.

3.3.6 Surface shall be free from lint, fuzz, or any particles which will pick, lift, fluff or pile on the blanket under normal press conditions.

3.4 WORKMANSHIP:

The stock shall be free from defects that will affect its appearance or serviceability. The surface shall be free from lint, fuzz, and glue on roll sides, paper cuts etc. or any particles which will pick, lift, fluff, or pile on the blanket under normal State press operating conditions.



STATE OF CALIFORNIA

Bid Specification Newsprint, Recycled Roll Stock Office of State Publishing (OSP)

9310-07BS-004

1.0 SCOPE This specification identifies requirement for Recycled Newsprint Roll Stock suitable for open and heat-set web press application by the State of California, Office of State Publishing (OSP). The stock is primarily intended for the printing of publications.

2.0 SPECIFICATIONS AND STANDARDS Specifications and Standards referenced in this document in effect on the opening of the Invitation for Bid form a part of this specification where referenced.

3.0 REQUIREMENTS

3.1 Configuration:

3.1.1 The stock roll shall be available in width from 8.5 inches to 38 inches and roll diameter of 40" – 50". The roll width and diameter shall be as ordered. A tolerance of $\pm 1/16$ inch shall be allowed for the width and $\pm 1/2$ inch for the diameter.

3.1.2 The internal diameter of the core shall be 3.0 inch, $+ 0.090"/-0"$, and shall be of cardboard or fiberboard stock.

3.2 Material:

The recycled newsprint shall contain a minimum of 40% post consumer fiber.

3.2.1 Characteristics: The newsprint shall comply with the following:

Characteristics	TAPPI TEST		
	METHOD	REQUIREMENT	REQUIREMENT
Basis Weight, (500 sheets, 24"x36")	T-410	30 lb. ± 1.5 lb.	40 lb. ± 2 lb.
Thickness, mil, min	T-411	2.5	3.6
Porosity	T-460	50	60
Brightness, % (minimum)	T-452	52 (white only)	52 (white only)
Opacity, % (minimum)	T-425	90	90
Tear Resistance- Cross Machine Direction (CMD), gram (minimum)	T-414	30	35
Tensile Strength, 15mm wide Strip kg (minimum)	T-404	MD=2.5,CMD=1.0	MD=2.5,CMD=1.0

3.3 Performance:

3.3.1 The paper shall be suitable for use in offset printing, trimming, binding, folding, punching and other associated Office of State Publishing operations.

3.3.2 Press blanket wash-ups due to piling of paper lint or any particles, which pick, lift, fluff or pile shall not be required before 50,000 impressions or cut offs.

3.3.3 Web breaks caused by mill splices or manufacturing defects shall not exceed 1% of the rolls supplied (i.e. a maximum of 1 web break per 100 rolls).

3.4 Workmanship:

- 3.4.1 The newsprint shall be free from defects that will affect the appearance or serviceability.
- 3.4.2 The tension in winding the rolls shall be uniformly tight to prevent wrinkles and preserve the natural creeping characteristics of the paper. The paper may be wound felt side in or felt side out, but the winding shall be consistent throughout the contract. No dished rolls. No welts. No baggy rolls.
- 3.4.3 Loose paper fibers on the end of the roll, breaks, tears, doctor picks, holes and patches over holes are not acceptable.
- 3.4.4 Splices shall be neat and consistent with good manufacturing practices; splices shall be accomplished with re-pulpable tape. The splices shall be marked such that the mark will not fall out of the roll, as it is unwound. There shall be no more than 2 splices in any one roll. Splices shall be marked on the roll edge. There shall be no splice 4 inches from the outer diameter of the roll or within 6 inches of the core.



STATE OF CALIFORNIA

Bid Specification Newsprint, Recycled, Hi- Bright, Roll Stock

9310-07BS-005

1.0 SCOPE This specification identifies the requirements for Recycled High Bright Newsprint Roll Stock suitable for open and heat-set web press application by the State of California, Office of State Publishing (OSP). The stock is primarily intended for the printing of publications.

2.0 SPECIFICATIONS AND STANDARDS Specifications and Standards referenced in this document in effect on the opening of the Invitation for Bid form a part of this specification where referenced.

3.0 REQUIREMENTS

3.1 Configuration:

3.1.1 The newsprint shall be supplied in roll stock sizes as specified in the OSP purchase order. The roll stock width shall be within $\pm 1/16"$.

3.1.2 The newsprint roll stock outside diameter shall be 40" and 50" $\pm 1/2"$.

3.1.3 The roll stock core shall fit on standard 3.0" chuck. The paper roll shall not slip on the core.

3.2 Material:

The recycled newsprint shall contain a minimum of 40% post consumer waste paper.

3.2.1 Characteristics: The newsprint shall comply with the following criteria.

	TAPPI TEST		
Characteristics	METHOD	REQUIREMENT	REQUIREMENT
Basis Weight, (500 sheets, 24"x36"), ± 2	T-410	32lb.	36lb.
Thickness, mill, min	T-411	2.6	2.9
Moisture	T412	7-8	7-8
Brightness, ± 2 , White	T-452	65	68
Opacity, % (minimum)	T-425	90	90
Tensile Strength, 15mm wide Strip kg (minimum), Machine Direction (MD) Cross Machine Direction (CD)	T-404	2.5 1.0	2.5 1.0

3.3 Performance:

3.3.1 The paper shall be suitable for use in offset printing, trimming, binding, punching and other associated Office of State Publishing operations.

3.3.2 Press blanket wash-ups due to piling of paper lint or any particles, which pick, lift, fluff or pile shall not be required before 3,000 impressions or cut offs.

- 3.3.3 Web breaks caused by mill splice or manufacturing defects shall not exceed 1% of the rolls supplied (i.e. a maximum of 1 web break per 100 rolls).

3.4 Workmanship:

- 3.4.1 The tension in winding the rolls shall be uniformly tight to prevent wrinkles and preserve the natural creeping characteristics of the paper.
- 3.4.2 The paper may be wound felt side in or felt side out, but the winding shall be consistent throughout the contract. No dished rolls. No welts. No baggy rolls.
- 3.4.3 Loose paper fibers on the end of the roll, breaks, tears, doctor picks and holes are not acceptable.
- 3.4.4 Splices shall be neat and consistent with good manufacturing practices. Splices shall be accomplished with re-pulpable tape. The splice location shall be marked on the side of the roll. There shall be no more than two (2) splice in any one roll. Splices markers which fall out of the roll as it unwinds are not acceptable. There shall be no splice within 4 inches from the outer diameter of the roll or within 6 inches of the core.



STATE OF CALIFORNIA

Bid Specification Paper, Book, Offset, Recycled

9310-07BS-006R1

1.0 SCOPE:

This specification is for Offset Book Stock suitable for application on a heat-set web press by the Office of State Publishing (OSP). The stock is primarily intended for printing of publications.

2.0 SPECIFICATIONS AND STANDARDS: Specifications and standards referenced in this document in effect on the opening of the Invitation for Bid form a part of this specification where referenced.

3.0 REQUIREMENTS:

3.1 Material:

- 3.1.1 The book stock shall be uncoated alkaline and be of the highest quality normally supplied for the use intended.
- 3.1.2 The book stock shall have a minimum of 30 percent, by weight, of post-consumer fiber.
- 3.1.3 The book stock shall comply with the following:

Characteristics	TAPPI TEST METHOD	REQUIREMENT		
BASIS WEIGHT (25"X38"- 500')($\pm 5\%$)	T-410	50	60	70
CALIPER, mil, min	T-411	3.7	4.3	5.0
BRIGHTNESS, min	T-452	90	90	90
OPACITY, min	T-425	89	91	93
PICK RESISTANCE Wax Pick (minimum)	T-459	12	12	12
Bursting Strength, lbs. /inch, min.	T403	19	23	25
Smoothness, SU, max	T538	130	150	170
Post Consumer Paper, min, %		30	30	30

3.2 Roll:

- 3.2.1 The stock roll shall be available in width from 11 inches to 38 inches and roll diameter of 40" – 50". The roll width and diameter shall be as ordered. A tolerance of $\pm 1/16$ inch shall be allowed for the width and $\pm 1/2$ inch for diameter (if ordered by diameter.).
- 3.2.2 The internal diameter of the core shall be 3.0 inch, + 0.090"/ -0", and shall be of cardboard or fiberboard stock.
- 3.2.3 There shall be no more than two splices in any one roll. The splices shall be made with a re-pulpable heat seal or re-pulpable pressure sensitive tape. Splices shall be marked with an arrow on the roll edge. Splice markers which fall out of the roll as it unwinds are not acceptable. There shall be no splice within 4 inches from the outer diameter of the roll or within 6 inches of the core.
- 3.2.4 The roll shall be tightly wound at even tension. No dished, welts, or baggy rolls will be acceptable. Stocked supplied shall be from even distribution of roll positions from reel. Maximum of two end cuts per reel.
- 3.2.5 The roll shall be well wound or even tension and draw, and free from soft ends and flat spots. Rolls must be wound consistently with the wire or felt side out. The roll's unwind direction shall be indicated with a directional arrow stamped on one of the roll in two places; and on the exterior of the roll wrapper.

3.3 Performance:

- 3.3.2 The stock shall have a smooth finish for satisfactory printing of four color process work on both sides of the stock in heat-set web offset perfecting presses running at 1,000 feet per minute.
- 3.3.3 Press blanket wash-ups due to piling of paper lint or any particles which pick, lift, fluff or pile shall not be required or necessary before 80,000 impressions or cut offs.
- 3.3.4 The maximum web breaks caused by mill splices, slime hole or other manufacturing defects shall be 1% of the rolls supplied, i.e., one web breaks maximum per 100 rolls.
- 3.3.5 The vendor shall be liable for any damage to press equipment or loss of press time caused by sub-standard roll stock.
- 3.3.6 The surface shall be free from lint, fuzz or any particles which will pick, lift, fluff or pile on the blanket under normal OSP press conditions.
- 3.3.7 Paper shall perform well when mixed and intermatched with papers from different Supplier(s) / Mills.

3.4 Workmanship:

The stock shall be free from defects that will affect its appearance or serviceability.



STATE OF CALIFORNIA

Bid specification Paper, Roll Stock, Carbonless, Chemical Transfer Office of State Publishing (OSP)

7530-07BS-007R1

- 1.0 SCOPE** This specification establishes minimum requirements for carbonless paper roll stock suitable for forms web offset presses, cutting and padding applications by the State of California, Office of State Publishing (OSP). The stock is primarily intended for printing and producing of multi-set snap-out forms.
- 2.0 SPECIFICATIONS AND STANDARDS** Specifications and standards referenced in this document in effect on the opening of the Invitation for Bid form a part of this specification where referenced.
- 3.0 REQUIREMENTS**
The stock shall be suitable for printing multi-set snap out forms and multi-part continuous fan fold forms. All impressions produced by chemical image systems shall be black unless otherwise specified in the Invitation for Bid (IFB).

3.1 Configuration:

- 3.1.1 The carbonless stock shall be supplied in roll width sizes as specified in the OSP purchase order. The delivered roll width tolerance is $\pm 1/16$ ".
- 3.1.2 The roll stock core shall fit on standard 3.0" chuck.
- 3.1.3 The delivered roll stock diameter shall not exceed 50".
- 3.1.4 The carbonless roll stock shall be available in white, canary, pink, blue, green, & goldenrod colors.

- 3.2 Materials:** The base paper shall be coated with suitable chemical coatings. White and colored carbonless paper shall be bond with the basis weight as specified.

3.2.1 Characteristics: The carbonless roll stock shall comply with the following:

Characteristics	Test Method	Coated Back (CB)	Coated Back (CB)	Coated front and Back (CFB)	Coated Front (CF)
Basis Weight, lbs. $\pm 5\%$ (17"x22" – 500 sheets)	T-410	20 / 21	15/16.	14.5/15	15 /16
Color		White	White/Color	White/Color	White/Color
Thickness, mil, min	T-411	4.0	2.7	2.4	2.5
Opacity , %, min	T425	82	76	76	76
Tear Resistance, CMD, min, gr.	T414	42	18	18	18

3.3 Performance:

- 3.3.1 The carbonless paper shall be suitable for use in form(s) web printing, trimming, binding, punching and other associated operations.
- 3.3.2 The carbonless roll paper shall reproduce image with photocopy machine generally used by the State.
- 3.3.3 Each part in a set (6 parts) shall be legible and the characters can be clearly read when written on the CB part with pencil, ball point pen, or with any impact typewriter. The image shall be permanent.
- 3.3.4 The carbonless roll paper shelf life shall be 1 year minimum.
- 3.3.5 The carbonless roll paper image stability shall be 10 years minimum.
- 3.3.6 The paper shall process through the agency's equipment without requiring unusual adjustment to the equipment or additional infeed/tension or other control devices to be added to the equipment.
- 3.3.7 The paper shall not increase maintenance to or damage the equipment due to out-of-spec conditions.
- 3.3.8 Web breaks caused by mill splices or manufacturing defect(s) shall not exceed 1% of the paper roll(s) supplied (i.e. a maximum of 1 web break per 100 rolls).

3.5 Workmanship:

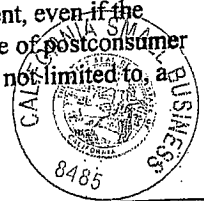
- 3.5.1 All paper stock shall be free from foreign material, tears, breaks, creases, slimeholes, wrinkles, or other defects, which degrade appearance and performance.
- 3.5.2 The surface of all paper shall be free from dust, lint, fuzz, chads, glue on roll sides, paper cuts, etc.
- 3.5.3 Tension in winding rolls shall be uniformly tight to prevent wrinkles and preserve the natural creeping characteristics of the paper. The carbonless roll stock shall not slip off the core.
- 3.5.4 Each roll will be allowed a maximum of 3 splices. Splices shall be neat and consistent with good manufacturing practices; splices shall be made with re-pulpable tape. No splices shall occur within ½" inches from outer edge of the roll or within 3 inches of outside surface of the core.
- 3.5.5 There shall be no dished rolls, welts or baggy rolls.
- 3.5.6 Each roll shall be free from soft ends and flat spots. Loose paper fibers on the end of the roll, breaks, tears, doctor picks, holes, and patches over holes are not acceptable.

Postconsumer-Content Certification

To be completed by the State agency	
State Agency:	
Purchasing Agent:	PO #:
Phone:	E-mail:

The State Agency Buy Recycled Campaign (SABRC) is a state mandated program that requires the reporting of all purchases made within 11 specified product categories. All state agencies are required to verify the recycled-content of all products purchased within each of these categories.

All businesses shall certify in writing to the contracting officer or his or her representative the minimum percentage, if not exact percentage, of postconsumer recycled-content (PCRC) material in the products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the minimum content requirements specified in law (see reverse side). The certification shall be furnished under penalty of perjury. The certification shall be provided regardless of content, even if the product contains no recycled material. A State agency may waive the certification requirement if the percentage of postconsumer material in the products, materials, goods, or supplies can be verified in a written advertisement, including, but not limited to, a product label, a catalog, or a manufacturer or vendor Internet website.



Contractor/Company Name Midtown Stationers
Address 1095 MARKET ST., SUITE 404, SAN FRANCISCO, CA 94103 Phone (415) 626-7729

Purchase Order # RFQ # RFP # IFB # Cal Card Order #	Item #	Product or Services Description	Percent Postconsumer Recycled- Content Material	SABRC Product Category Code	Meets SABRC
IFB# 56191	9310-000-0019-6	Paper, recycled newsprint, roll, white, 30 lb. per the attached bid specification #9310-07BS-004	100%	#2 PWP	Y
IFB# 56191	9310-000-0019-6	Paper, recycled newsprint, roll, white, 40 lb. per the attached bid specification #9310-07BS-004	100%	#2 PWP	Y
IFB# 56191	9310-999-0077-1	Paper, recycled highbright, roll, white, 32 lb. per the attached bid specification #9310-07BS-005	40+%	#2 PWP	Y
IFB# 56191	9310-999-0051-5	Paper, recycled highbright, roll, white, 36 lb. per the attached bid specification #9310-07BS-005	40+%	#2 PWP	Y

Public Contract Code sections 12205 (a) (1), (2), (3) and (b) (1), (2), and (3)

Pursuant to Public Contract Code 12205(a)(1), I certify under penalty of perjury under the laws of the State of California that the above information is true and correct.

MANSOOR VAHDOO M. Vahdoo VP 11/20/07
 Print Name Signature Title Date

(See footnotes on the back of this page.)

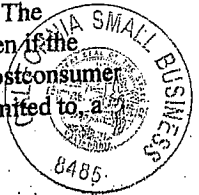
GROUP 1

Postconsumer-Content Certification

To be completed by the State agency	
State Agency:	
Purchasing Agent:	PO #:
Phone:	E-mail:

The State Agency Buy Recycled Campaign (SABRC) is a state mandated program that requires the reporting of all purchases made within 11 specified product categories. All state agencies are required to verify the recycled-content of all products purchased within each of these categories.

All businesses shall certify in writing to the contracting officer or his or her representative the minimum percentage, if not exact percentage, of postconsumer recycled-content (PCRC) material in the products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the minimum content requirements specified in law (see reverse side). The certification shall be furnished under penalty of perjury. The certification shall be provided regardless of content, even if the product contains no recycled material. A State agency may waive the certification requirement if the percentage of postconsumer material in the products, materials, goods, or supplies can be verified in a written advertisement, including, but not limited to, a product label, a catalog, or a manufacturer or vendor Internet website.



Contractor/Company Name Midtown Stationers
Address 1095 MARKET ST., SUITE 404, SAN FRANCISCO Phone (415) 626-7722
200.94103

Purchase Order # RFQ # RFP # IFB # Cal Card Order #	Item #	Product or Services Description	¹ Percent Postconsumer Recycled- Content Material	² SABRC Product Category Code	Meets SABRC
IFB# 56191	7530-820-0054-0	Paper, carbonless bond, roll, white, CB, 20/21 lb. per the attached bid specification #7530-07BS-007	0%	#2 PWP	Y
IFB# 56191	7530-000-0037-3	Paper, carbonless bond, roll, white, CB, 15/16 lb. per the attached bid specification #7530-07BS-007	0%	#2 PWP	Y
IFB# 56191	7530-820-0014-0	Paper, carbonless bond, roll, color, CB, 15/16 lb. per the attached bid specification #7530-07BS-007	0%	#2 PWP	Y
IFB# 56191	7530-000-0038-5	Paper, carbonless bond, roll, white, CFB, 14.5/15 lb. per the attached bid specification #7530-07BS-007	0%	#2 PWP	Y
IFB# 56191	7530-820-0018-7	Paper, carbonless bond, roll, color, CFB, 14.5/15 lb. per the attached bid specification #7530-07BS-007	0%	#2 PWP	Y
IFB# 56191	7530-000-0039-7	Paper, carbonless bond, roll, white, CF, 15/16 lb. per the attached bid specification #7530-07BS-007	0%	#2 PWP	Y

Public Contract Code sections 12205 (a) (1), (2), (3) and (b) (1), (2), and (3)

Pursuant to Public Contract Code 12205(a)(1), I certify under penalty of perjury under the laws of the State of California that the above information is true and correct.

MANSOUR VAHDAS P. M. Vahdas VP 11/20/07
Print Name Signature Title Date

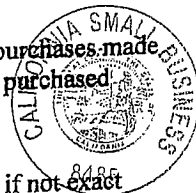
(See footnotes on the back of this page.)

GROUP 2

Postconsumer-Content Certification

To be completed by the State agency	
State Agency:	
Purchasing Agent:	PO #:
Phone:	E-mail:

The State Agency Buy Recycled Campaign (SABRC) is a state mandated program that requires the reporting of all purchases made within 11 specified product categories. All state agencies are required to verify the recycled-content of all products purchased within each of these categories.



All businesses shall certify in writing to the contracting officer or his or her representative the minimum percentage, if not exact percentage, of postconsumer recycled-content (PCRC) material in the products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the minimum content requirements specified in law (see reverse side). The certification shall be furnished under penalty of perjury. The certification shall be provided regardless of content, even if the product contains no recycled material. A State agency may waive the certification requirement if the percentage of postconsumer material in the products, materials, goods, or supplies can be verified in a written advertisement, including, but not limited to, a product label, a catalog, or a manufacturer or vendor Internet website.

Contractor/Company Name Midtown Stationers
Address 1095 MARKET ST., SUITE 404, SAN FRANCISCO Phone (415) 626-7729
CCA 94103

Purchase Order # RFQ # RFP # IFB # Cal Card Order #	Item #	Product or Services Description	Percent Postconsumer Recycled- Content Material	SABRC Product Category Code	Meets SABRC
<u>IFB# 56191</u>	<u>7530-820-0022-9</u>	<u>Paper, carbonless bond, roll, color, CF, 15/16 lb. per the attached bid specification #7530-07BS-007</u>	<u>0%</u>	<u>#2 PWP</u>	<u>Y</u>
<u>IFB# 56191</u>	<u>7530-820-0025-4</u>	<u>Paper, carbonless tagboard, roll, white or manila, CF, 7.0 point per the attached bid specification #7530-07BS-007</u>	<u>0%</u>	<u>#2 PWP</u>	<u>Y</u>

Public Contract Code sections 12205 (a) (1), (2), (3) and (b) (1), (2), and (3)

Pursuant to Public Contract Code 12205(a)(1), I certify under penalty of perjury under the laws of the State of California that the above information is true and correct.

MANSOOR VAHDAS D. M. Valdez VP 11/20/07
Print Name Signature Title Date

(See footnotes on the back of this page.)

GROUP 2

Postconsumer-Content Certification

To be completed by the State agency	
State Agency:	
Purchasing Agent:	PO #:
Phone:	E-mail:

The State Agency Buy Recycled Campaign (SABRC) is a state mandated program that requires the reporting of all purchases made within 11 specified product categories. All state agencies are required to verify the recycled-content of all products purchased within each of these categories.

All businesses shall certify in writing to the contracting officer or his or her representative the minimum percentage, if not exact percentage, of postconsumer recycled-content (PCRC) material in the products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the minimum content requirements specified in law (see reverse side). The certification shall be furnished under penalty of perjury. The certification shall be provided regardless of content, even if the product contains no recycled material. A State agency may waive the certification requirement if the percentage of postconsumer material in the products, materials, goods, or supplies can be verified in a written advertisement, including, but not limited to, a product label, a catalog, or a manufacturer or vendor Internet website.

Contractor/Company Name Midtown Stationers
Address 1095 MARKET ST., SUITE 404, SAN FRANCISCO, CA 94103 Phone (415) 626-7722

Purchase Order # RFQ # RFP # IFB # Cal Card Order #	Item #	Product or Services Description	¹ Percent Postconsumer Recycled- Content Material	² SABRC Product Category Code	Meets SABRC
IFB# 56191	9310-090-9014-5	Paper, recy, uncoated offset book, roll, white, 50 lb. per the attached bid specification #9310-07BS-006	30%	#2 PWP	Y
IFB# 56191	9310-000-0015-7	Paper, recy, uncoated offset book, roll, white, 60 lb. per the attached bid specification #9310-07BS-006	30%	#2 PWP	Y
IFB# 56191	9310-090-0018-2	Paper, recy, uncoated offset book, roll, white, 70 lb. per the attached bid specification #9310-07BS-006	30%	#2 PWP	Y
IFB# 56191	7530-000-0007-0	Paper, virgin, OCR Bond, roll, white, 20 lb. per the attached bid specification #9310-07BS-003	0%	#2 PWP	Y
IFB# 56191	7530-300-1014-2	Paper, virgin, OCR Bond, roll, white, 24 lb. per the attached bid specification #9310-07BS-003	0%	#2 PWP	Y
IFB# 56191	7530-300-1017-8	Paper, recy, OCR Bond, roll, white, 20 lb. per the attached bid specification #9310-07BS-003	30%	#2 PWP	Y

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Pursuant to Public Contract Code 12205(a)(1), I certify under penalty of perjury under the laws of the State of California that the above information is true and correct.

MANSOOR VAHDAZ P. M. Vallet VP 11/21/07
Print Name Signature Title Date

(See footnotes on the back of this page.)

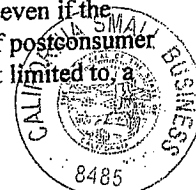
GROUP 3
P one of 2

Postconsumer-Content Certification

To be completed by the State agency	
State Agency:	
Purchasing Agent:	PO #:
Phone:	E-mail:

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Purchase Order # RFQ # RFP # IFB # Cal Card Order #	Item #	Product or Services Description	¹ Percent Postconsumer Recycled- Content Material	² SABRC Product Category Code	Meets SABRC
<u>IFB# 56191</u>	7530-300-1018-0	Paper, recy, OCR Bond, roll, white, 24 lb. per the attached bid specification #9310-07BS-003	<u>30+%</u>	<u>#2 PWP</u>	<u>Y</u>
<u>IFB# 56191</u>	7530-300-1022-1	Paper, virgin, OCR Bond, roll, white, 20 lb. per the attached bid specification #9310-07BS-003. No splices.	<u>0%</u>	<u>#2 PWP</u>	<u>Y</u>
<u>IFB# 56191</u>	7530-300-1021-0	Paper, virgin, OCR Bond, roll, white, 24 lb. per the attached bid specification #9310-07BS-003. No splices.	<u>0%</u>	<u>#2 PWP</u>	<u>Y</u>
<u>IFB# 56191</u>	7530-300-1023-3	Paper, recy, OCR Bond, roll, white, 20 lb. per the attached bid specification #9310-07BS-003. No splices.	<u>30+%</u>	<u>#2 PWP</u>	<u>Y</u>
<u>IFB# 56191</u>	7530-300-1024-5	Paper, recy, OCR Bond, roll, white, 24 lb. per the attached bid specification #9310-07BS-003. No splices.	<u>30+%</u>	<u>#2 PWP</u>	<u>Y</u>

Public Contract Code sections 12205 (a) (1), (2), (3) and (b) (1), (2), and (3)

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MANSOOR VAHEDI P. M. Vahedi VP 11/20/07
Print Name Signature Title Date

(See footnotes on the back of this page.)

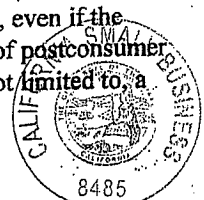
GROUP 3
page 2 of 2

Postconsumer-Content Certification

To be completed by the State agency	
State Agency:	
Purchasing Agent:	PO #:
Phone:	E-mail:

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Purchase Order # RFQ # RFP # IFB # Cal Card Order #	Item #	Product or Services Description	¹ Percent Postconsumer Recycled- Content Material	² SABRC Product Category Code	Meets SABRC
IFB# 56191	7530-290-0672-8	Paper, recycled bond, Type 1, sheets, white, 20 lb., 8.5X11 per the attached bid specification #9310-07BS-002, 40 cases (1 pallet)	30%	#2 PWP	Y
IFB# 56191	7530-290-0673-0	Paper, recycled bond, Type 1, sheets, white, 20 lb., 8.5X11 per the attached bid specification #9310-07BS-002, 80 - 400 cases (2-10 pallets)	30%	#2 PWP	Y
IFB# 56191	7530-290-0674-1	Paper, recycled bond, Type 1, sheets, white, 20 lb., 8.5X11 per the attached bid specification #9310-07BS-002, 400 - 800 cases (10-20 pallets)	30%	#2 PWP	Y
IFB# 56191	7530-290-0680-7	Paper, recycled bond, Type 1, sheets, white, 20 lb., 8.5X11 per the attached bid specification #9310-07BS-002, 840 cases (21 pallets)	30%	#2 PWP	Y
IFB# 56191	7530-290-0675-3	Paper, recycled bond, Type 1, sheets, white, 20 lb., 8.5X14 per the attached bid specification #9310-07BS-002, 30 - 300 cases (1-10 pallets)	30%	#2 PWP	Y
IFB# 56191	7530-290-0676-5	Paper, recycled bond, Type 2, sheets, white, 20 lb., 8.5X11 per the attached bid specification #9310-07BS-002, 40 cases (1 pallet)	100%	#2 PWP	Y

Public Contract Code sections 12205 (a) (1), (2), (3) and (b) (1), (2), and (3)

Pursuant to Public Contract Code 12205(a)(1), I certify under penalty of perjury under the laws of the State of California that the above information is true and correct.

MANSOOR VAHDOOT *[Signature]* VP 11/20/07
Print Name Signature Title Date

(See footnotes on the back of this page.)

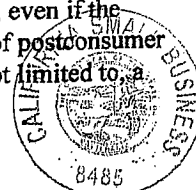
GROUP 4
Page 1 of 2

Postconsumer-Content Certification

To be completed by the State agency	
State Agency:	
Purchasing Agent:	PO #:
Phone:	E-mail:

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Contractor/Company Name Midtown Stationers

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Purchase Order # RFQ # RFP # IFB # Cal Card Order #	Item #	Product or Services Description	1Percent Postconsumer Recycled- Content Material	2SABRC Product Category Code	Meets SABRC
<u>IFB# 56191</u>	7530-290-0677-7	Paper, recycled bond, Type 2, sheets, white, 20 lb., 8.5X11 per the attached bid specification #9310-07BS-002, 80 - 400 cases (2-10 pallets)	<u>100%</u>	<u>#2 PWP</u>	<u>Y</u>
<u>IFB# 56191</u>	7530-290-0678-9	Paper, recycled bond, Type 2, sheets, white, 20 lb., 8.5X11 per the attached bid specification #9310-07BS-002, 400 - 840 cases (10-20 pallets)	<u>100%</u>	<u>#2 PWP</u>	<u>Y</u>
<u>IFB# 56191</u>	7530-290-0681-9	Paper, recycled bond, Type 2, sheets, white, 20 lb., 8.5X11 per the attached bid specification #9310-07BS-002, 840 cases (21 pallets)	<u>100%</u>	<u>#2 PWP</u>	<u>Y</u>
<u>IFB# 56191</u>	7530-290-0679-0	Paper, recycled bond, Type 2, sheets, white, 20 lb., 8.5X14 per the attached bid specification #9310-07BS-002, 30 - 300 cases (1 - 10 pallets)	<u>100%</u>	<u>#2 PWP</u>	<u>Y</u>
	<u>34</u>	<u>upcharge for narrow roll width 8.5 to under 11"</u>	<u>0% up to 100%</u>	<u>#2 PWP</u>	<u>Y</u>
	<u>35</u>	<u>upcharge for narrow roll width 11" to under 17"</u>	<u>0% up to 100%</u>	<u>#2 PWP</u>	<u>Y</u>

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Pursuant to Public Contract Code 12205(a)(1), I certify under penalty of perjury under the laws of the State of California that the above information is true and correct.

MANSOOR VAHDOO P. M. Vahdoo VP 11/22/07
Print Name Signature Title Date

(See footnotes on the back of this page.)

GROUP 4
Page 2 of 2



March 20, 2008

Mr. Bruce Fong
State of California
DGS Procurement Division
CMAS Unit

Dear Mr. Fong,

It is our goal to assist agencies in becoming "Solution Providers" in the procurement of environmentally preferred products. Realizing the necessity for minimizing America's environmental footprint, Grays Harbor Paper is proud to take the lead in the development and production of environmentally friendly paper.

Grays Harbor Paper's, Harbor 100% PCW products contain zero virgin fiber material. Instead 100% of the fibers are post consumer recycled material. To ensure Harbor 100% PCW meets these high recycling standards our processes are certified by the Forest Stewardship Council's (FSC) certification program. Grays Harbor Paper will soon also offer Harbor 30% PCW products which will be classified as FSC Recycled using the same certification listed above.

All of our products are made with the 100% renewable energy generated by this biomass energy system. We are Green-e certified, with all Harbor 100% products, cut stock, bond and offset are FSC certified. Our 30% PCW products which include cut stock, bond and offset are also made with 100% renewable energy.

Grays Harbor uses sustainable production processes and produces the majority of the energy used on site with their renewable biomass energy system. This technology converts wood wastes, which were previously dumped in landfills or burned, into clean energy.

We are a non-integrated paper manufacturer without wood pulping capability. Therefore, we have an inherent low environmental impact on our community relative to our integrated competitors. All of our domestic suppliers of pulp are SFI certified. Grays Harbor purchases all virgin pulps from North American suppliers who are elemental chlorine free. Our recycled pulps are also supplied by North American suppliers and are process chlorine free. Grays Harbor Paper buys no pulp from Indonesia or other non-North American suppliers.



As a result of Grays Harbor Paper's ecologically responsible utilization of resources, several heavily polluting wood waste burners were put out of operation. Acknowledging our efforts, the Olympic Region Clean Air Authority and the Washington State Department of Ecology, awarded Grays Harbor Paper commendation for these actions.

Our renewable electrical generation, which is Green-e certified, is a direct replacement for regional fossil fuel generation, reducing green house gas emissions and conserving a finite fossil supply. Our energy goal is simple: to produce and provide clean, renewable energy for the production of Grays Harbor Paper products, and place the surplus of renewable electricity back in to the northwest power grid. Our products are considered carbon neutral

Grays Harbor Paper is currently ISO 9001:2000 certified and our goal is to become ISO 14001 certified by the end of 2008.

In our community it is not only important for the forest and fishing industry to remain sustainable, but also the sustainability of our paper mill which provides ongoing jobs in our town. We are playing a very small part on the world stage, but a big part in our community and our state.

On behalf of everyone at Grays Harbor Paper, we would like to thank you, Midtown Stationers and xpedx for your support in promoting sustainability and being an early adopter of such a noble project.

Sincerely,

Tamar Kahn
Grays Harbor Paper
Business Development Group Manager

STATE OF CALIFORNIA SPECIFICATION PALLETS, WOODEN

1 SCOPE

This specification covers pallets intended for use with low lift pallet trucks or forklift trucks.

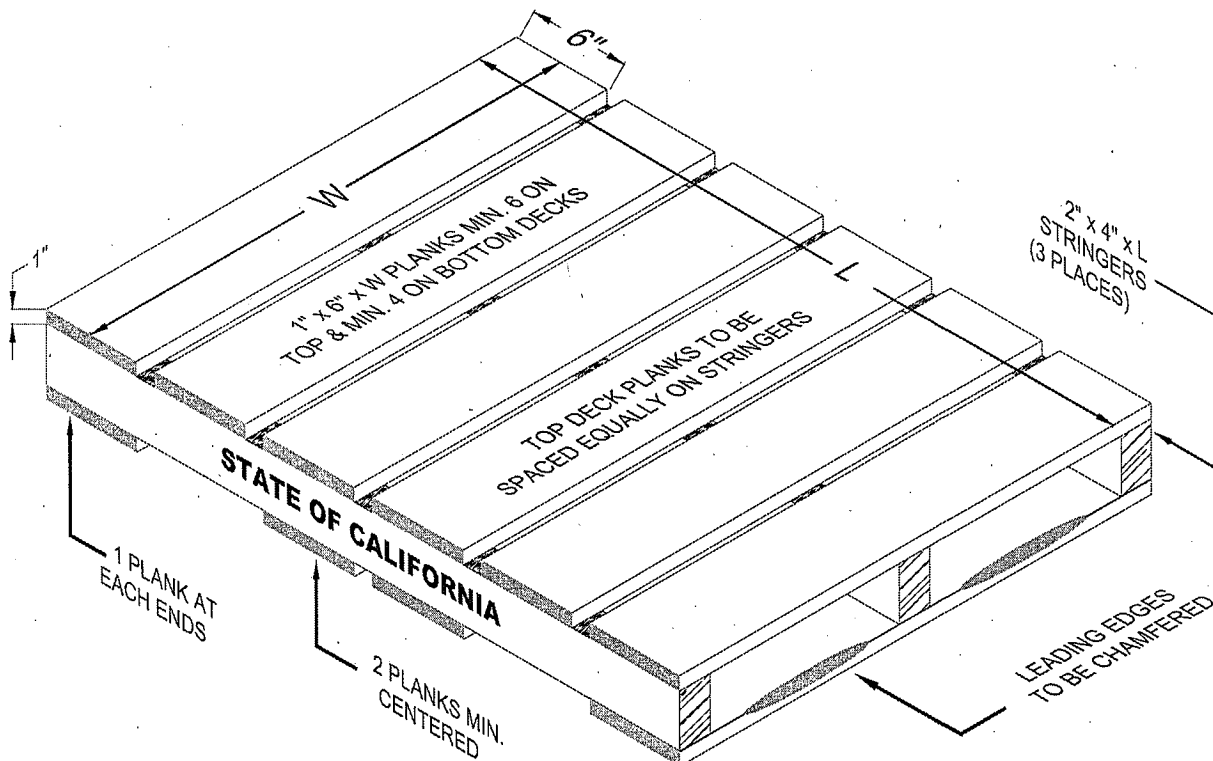
2 SPECIFICATION AND STANDARDS

Specifications and standards referenced in this document in effect on the opening of the Invitation for Bid form a part of this specification where referenced.

3 REQUIREMENTS

3.1 Material

The pallets shall be constructed from nominal size standard or better (West Coast Lumber Inspection Bureau, Standard Grading Rules for West Coast Lumber) grade Douglas Fir, Hemlock, Larch or Hem-Fir. The stringers shall be S4S and the decking S4S or S1S2E (re-



**FIG. 1 - TYPE 2
WOODEN PALLET**

sawed) with no edge knots. Sawed side is to be assembled to the inside of the pallets. Fastening shall be accomplished with $2\frac{1}{4}$ inch ($+1/16$ inch) 7 penny flat head drive screws (helical threaded nail) or $2\frac{1}{4}$ ($+1/16$ inch) #10 wire gauge annular ring nails as recommended in Specifications and Grades for Warehouse. Permanent or Returnable Pallets of West Coast Woods as published by the National Wooden Pallet and Container Association (Specifications and Grades, NWPCA).

3.2 Non-Standard Duty-Cycle Pallets

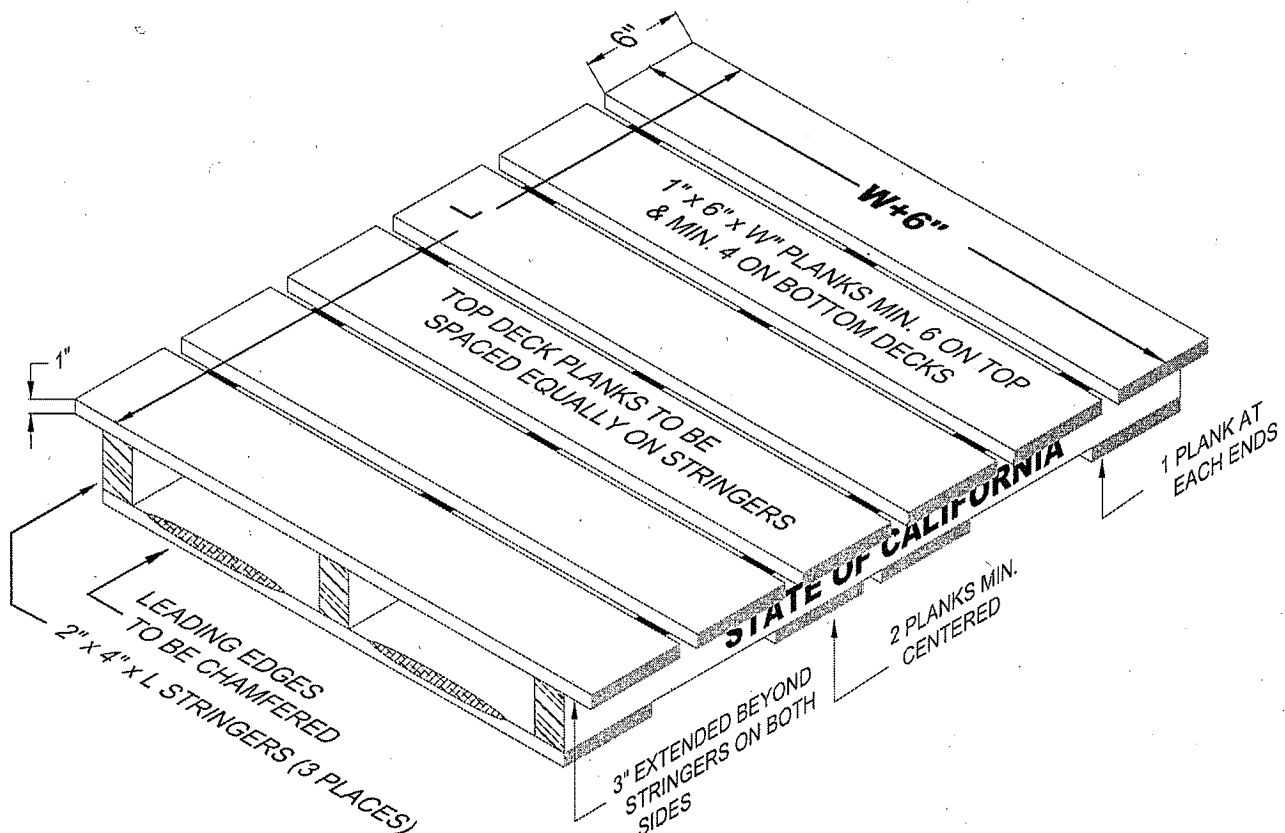
When specifically requested by the user, pallets may be manufactured using pine, oak or ash woods.

3.3 Construction

Pallet type and construction shall comply with Specifications and Grades, NWPCA. The pallets shall be Grade "Quality" (QAL).

The decking shall be secured with 3 nails or screws at each surface of contact with the stringer. Nails shall not be within $\frac{1}{2}$ inch of deck-board edges or another nails.

All leading and outside edges of the bottom deck shall be chamfered. The chamfers shall be at least 12 inches long and shall be cut on an approximate 35 degree angle to the face so as to leave an edge adjacent to the chamfer not less than $\frac{1}{4}$ inch nor more than $\frac{1}{2}$ inch from the outer



**FIG. 2 - TYPE 4
SINGLE WING WOODEN PALLET**

edge of the deck-board. The chamfer shall extend to within 3 inches of the stringers. Pallet configuration shall comply with illustration A.

COMMONLY USED PALLET TYPES & SIZE			
SIZE	TYPE	TOP DECK	BOTTOM DECK
1	2 (Fig. 1)	42"L x 36"W Six 1" x 6" x 36" deck-boards, spaced evenly along the pallet width	42"L x 36"W Min. Four 1" x 6" x 36" boards. One placed each end of the stringers Two at center of the stringers
2	2 (Fig. 1)	42"L x 42"W Six 1" x 6" x 42" deck-boards, spaced evenly along the pallet width	42"L x 42"W Min. Four 1" x 6" x 42" boards. One placed each end of the stringers Two at center of the stringers
3	2 (Fig. 1)	44"L x 44"W Six 1" x 6" x 44" deck-boards, spaced evenly along the pallet width	44"L x 44"W Min. Four 1" x 6" x 44" boards. One placed each end of the stringers Two at center of the stringers(Fig. 1)
4	2 (Fig. 1)	45"L x 36"W Six 1" x 6" x 36" deck-boards, spaced evenly along the pallet width	45"L x 36"W Min. Four 1" x 6" x 36" boards. One placed each end of the stringers Two at center of the stringers
5	2 (Fig. 1)	46"L x 44"W Six 1" x 6" x 44" deck-boards, spaced evenly along the pallet width	46"L x 44"W Min. Four 1" x 6" x 44" boards. One placed each end of the stringers Two at center of the stringers
6	2 (Fig. 1)	48"L x 48"W Six 1" x 6" x 48" deck-boards, spaced evenly along the pallet width	48"L x 48"W Min. Four 1" x 6" x 48" boards. One placed each end of the stringers Two at center of the stringers
Note: SIZE 1, TYPE 4 - has a single wing applied to top deck.			
1	4 (Fig. 2)	42"L x 36"W Six 1" x 6" x 36" deck-boards, spaced evenly along the pallet width with 3" wings extending beyond the stringers outboard faces	42"L x 30"W Min. Four 1" x 6" x 36" boards. One placed each end of the stringers, Two at center of the stringers

4 SAMPLING AND INSPECTION

This commodity will be sampled and inspected for compliance to this specification as deemed necessary. Sampling and inspection by attributes will be in accordance with ANSI/ASQ Z1.4 1993, Sampling Procedures and Tables for Inspection by Attributes. An inspection lot is defined as one delivery to one agency at one time.

4.1 Workmanship

The pallets shall be free from defects as outlined under Grade "Quality" (QAL) in the "Specifications and Grades", NWPCA.

5 MARKING

Each pallet shall be marked (two places), "STATE OF CALIFORNIA". Marking shall be easily readable, in black letters and on outboard faces of stringers.